



Washington State Department of Early Learning

Completing your Education Application in MERIT

Prior to submitting your education records, please complete the Education Application in MERIT. You can access the Education Application by following these steps:

- Log into your MERIT account
- Under the Applications tab, complete the Education Application **Note, you do not need to enter your STARS training history in this section, STARS training is saved in your professional record.*
- Follow the steps below to submit your supporting documents

Four easy steps to submitting supporting documentation for your Education Application(s)!

1. Request the college or university mail all official transcripts directly to you at your home.
2. Write your STARS ID on the unopened envelope(s) that contain your official transcripts
 - If your name in your MERIT Record is not the same as the name on your official transcripts, you will need to submit proof of name change. [See list of acceptable documentation.](#)
3. Once you have received all official transcripts, place them all into one envelope with name change documentation (if applicable).
4. Mail all documents to:
 - Centralia College CFS
Attn: MERIT
600 Centralia College Blvd.
Centralia, WA 98531-4035

What does the **Status** next to my education application in MERIT mean?

You may have noticed a different **Status** listed next to one or all of your Education Application(s). This is what each status means:

- **Pending:** Your Education Application is not yet complete. You must submit supporting documentation (official transcripts, copy of your high school diploma, etc.) to the education verifiers at the Centralia address listed above.
- **Review:** Your Education Application is complete and will be processed.
- **Approved:** Your Education Application has been processed and approved.
- **Denied:** Your Education Application was not approved. You will receive an email explaining why your Education Application was denied.
- **Withdrawn:** Your Education Application status went from *pending* to *withdrawn* because we didn't receive your supporting documents within 90 days of submission.

For more information, please contact MERIT Support Services at merit@del.wa.gov or by phone at 1-866-482-4325.